

**MINUTES
REGULAR MEETING
UTILITY SERVICE BOARD
JUNE 21, 2004**

The Regular Meeting of the Utility Service Board of the City of Jasper, Indiana, was held in the Council Chambers of City Hall in Jasper at 7:00 PM on Monday, June 21, 2004.

The meeting was called to order at 7 PM by Chairman Ken Sendelweck who presided.

UPON CALL OF THE ROLL, THE FOLLOWING WERE PRESENT:

Ken Sendelweck – Chairman
Greg A. Krodel – Vice Chairman
Edward J. Kreilein – Secretary
Michael A. Schwenk – Electric Commissioner
Jeffrey S. Theising – Water Commissioner
Dennis L. Hasenour – Gas Commissioner

ALSO PRESENT:

Jerry Schitter – Electric Distribution Manager
Windell Toby – Electric Generation Manager
Thomas A. Lents – Wastewater Manager
Michael A. Oeding – Gas & Water Manager
Kenneth R. Schultz – Business Manager
Sandy Hemmerlein – City Attorney

ABSENT:

Mike Harder – Wastewater Commissioner

PLEDGE OF ALLEGIANCE (A-18)

Chairman Ken Sendelweck led the Pledge of Allegiance.

APPROVAL OF MINUTES (A-24)

Chairman Ken Sendelweck presented the minutes of the May 17, 2004 meeting and there being no corrections or amendments, asked for a motion to accept. Mike Schwenk made a motion to approve the minutes of the May meeting as presented. Jeff Theising seconded the motion. Motion approved, 6-0.

PUBLIC BUSINESS: PETITION TO VACATE STREET (A-35)

Tom Horney came before the Board to seek approval to vacate a platted, but unimproved, section of 31st Street, just off of Virginia St., so he can build an attached garage on his house.

There are no utilities in that portion of the street.

Councilman Brad Seger expressed his concerns about only having one access road to the 30th Street Park in case the property would ever be sold. Sandy Hemmerlein said at this point all of the department heads have reviewed the petition, but she would review that concern with Chad Hurm.

Jerry Schitter said his only concern would be obtaining an easement to the 30th Street Park in case electric service would ever be needed.

Jeff Theising made a motion to recommend to the City Council to vacate the street as requested, contingent upon obtaining a utility easement on the south edge of Lot #1. Dennis Hasenour seconded the motion. Motion approved, 6-0.

UPDATE – ELECTRIC DISTRIBUTION OFFICE RENOVATION (A-212)

Jerry Schitter gave a brief update on the electric distribution office renovation project.

The ceiling tiles have been installed. The electrical and plumbing work is completed. The vinyl tile has been installed in all of the offices. The breakroom cabinets need to be finished. Painting of the restroom and hall floors still needs to be completed.

Schitter said the work should be completed in about one week and they can start moving in.

The parking lot will be paved after the building has been completed.

ELECTRIC PLANNING COMMITTEE REPORT (A-231)

Mike Schwenk, Chairman of the Electric Planning Committee, stated there had not been a meeting to report on.

REQUEST FOR WATER LINE EXTENSION (A-232)

Mike Oeding reported that Randall and Marilyn Burger, 3846 N. Portersville Rd., had requested a non-resident connection to the City water system.

City Engineer Chad Hurm reviewed the request and reported to Oeding that annexation was not feasible at this time, but an annexation waiver would still need to be signed.

Oeding said the main is there and he didn't have a problem with allowing the extension.

Mike Schwenk made a motion to approve the water line connection as requested, subject to obtaining the signed annexation waiver. Ed Kreilein seconded the motion. Motion approved, 6-0.

CHANGE ORDER #A3 – DIVISION A - SOUTH WATER TANK PROJECT (A-259)

Mike Oeding presented Change Order #A3 for Division A – South Water Tank Project for a deduct of \$2,707.00, for materials not used.

Ed Kreilein made a motion to approve Change Order #A3 for a deduct of \$2,707.00 for the South Water Tank Project. Greg Krodel seconded the motion. Motion approved, 6-0.

CERTIFICATE OF SUBSTANTIAL COMPLETION – DIVISION A - SOUTH WATER TANK PROJECT (A- 273)

Mike Oeding presented a certificate of substantial completion for the South Water Tank Project and read the punch list items as follows:

1. \$500 – final trenching for cathodic protection system
2. \$500 – final seeding & grading
3. \$500 – repair of asphalt
4. \$500 – soil tests & employee blood tests

Jeff Theising made a motion to approve the certificate of substantial completion and the punch list for the South Water Tank Project. Mike Schwenk seconded the motion. Motion approved, 6-0.

CHANGE ORDER – C.R. 100 S. PROJECT (A-294)

Mike Oeding presented a change order on the C.R. 100 S. Project for Lechner's, Inc., in the amount of \$7,190.17, for work done to route the water line around the natural gas compressor station. The change order increased the contract amount to \$55,488.87.

City Engineer Chad Hurm & Mike Oeding have reviewed and approved the change order.

Mike Schwenk made a motion to approve the change order for Lechner's, Inc. in the amount of \$7,190.17 for the C.R. 100 S. Project. Jeff Theising seconded the motion. Motion approved, 6-0.

RISK MANAGEMENT PLAN SENT TO & RECEIVED BY U.S.E.P.A. (A-321)

Mike Oeding reported the RMP that Commonwealth was authorized to perform has been completed and has been sent to and received by the U.S.E.P.A. in time for the June 30th deadline.

LIGHTNING HIT – WATER TREATMENT PLANT (A-325)

Mike Oeding reported that the Water Treatment Plant was hit by lightning a few nights ago, and gave a brief overview of the damage.

He said one of the generators didn't come on, but that was due to bad batteries. Oeding explained the batteries are tested every Tuesday and they were working at the last test. A view panel on the river pumps was lost, which will cost approximately \$3,150.00 to replace. A surge protector on the

pumps was lost, which normally would cost \$2,575.00 to replace, but E & K Electric found an alternative solution for \$300.00.

Oeding said the lightning strike only effected production for about 30 minutes.

UPDATE – C.R. 100 S. PROJECT (A-367)

Mike Oeding reported the C.R. 100 S. Project is almost 100% complete. The lines are filled and are ready to be flushed. It should be ready for service at any time.

UPDATE - TOP OF “Y” PROJECT (A-371)

Mike Oeding reported the water portion of the Top of the “Y” Project is 100% complete.

There is still one gas service to connect and about 300 ft. of main to connect just off of Truman Rd.

UPDATE – MERIDIAN RD. PROJECT (A-374)

Mike Oeding reminded the Board that the water and gas lines will have to be re-routed in this area due to the new bridge that is being constructed on Meridian Rd.

Oeding explained the lines were cut off in place while the bridge is under construction, but in mid-July, when the road is paved, the gas and water lines will be re-routed and reconnected.

RELOCATION – GAS MAIN – KIMBALL BLVD. & 12TH AVE. (A-396)

Mike Oeding reported another gas line was found at Kimball Blvd. & 12th Ave. when the road was constructed for the new park.

Oeding said it was lowered and it is back in service.

GUA ANNUAL MEETING (A-402)

Mike Oeding reported that the Gas Utilities Alliance held its annual meeting in June.

He stated that the insurance rates would remain the same at \$2.00 per meter.

Oeding also stated he was re-elected as president of the GUA.

ATMOS MARKETING MEETING (A-408)

Mike Oeding asked for Board approval to attend the annual Atmos (Woodward) Marketing Customer Service meeting in Charleston, SC on September 8th – 10th.

Ed Kreilein made a motion to allow Mike Oeding to attend the Atmos Marketing meeting on September 8th – 10th. Jeff Theising seconded the motion. Motion approved, 6-0.

GAS PLANNING COMMITTEE REPORT (A-424)

Dennis Hasenour, Chairman of the Gas Planning Committee, stated there had not been a meeting to report on.

WATER PLANNING COMMITTEE REPORT (A-426)

Jeff Theising, Chairman of the Water Planning Committee, stated the committee had met on June 1st to review the RFP's for the Newton St. Water Tank Project.

He reported that after a thorough review by Mike Oeding, Sandy Hemmerlein, and Chad Hurm, the committee recommended proceeding with the low bid from Midwestern Engineers from Loogootee, IN, in the amount of \$7,800.00, plus inspection services at \$45.00 per hour, plus mileage for the inspections at 36 cents per mile, and plus the cost of disposal of the sludge from that tank. Theising said the Street Department has agreed to haul off the sludge, providing it can be deposited at the Water Department's lagoons. Mike Oeding explained the settlings are basically just lime and alum.

Theising said the committee agreed to slow things down a bit in order to get a few more bidders and a little more competitive pricing. The plan is to write the specifications in the fall, with bidding in the winter, and hopefully starting the project next spring.

Mike Schwenk made a motion to approve the low bid from Midwestern Engineers as presented. Greg Krodel seconded the motion. Motion approved, 6-0.

Jeff Theising also explained since this tower is the most visible in the City, the committee would like to have the City of Jasper logo added to the tank. They have checked with Building Commissioner Dave Seger to see if they would need a variance. Sandy Hemmerlein reported that Dave Seger informed her that a variance would not be required.

RESULTS OF BACKHOE QUOTE OPENING (A-505)

Tom Lents reported that the quote for the backhoe from Hopf Equipment, in the amount of \$7,150.00, met all of the specifications.

Ed Kreilein made a motion to allow Tom Lents to proceed with the purchase of the new backhoe from Hopf Equipment for \$7,150.00. Jeff Theising seconded the motion. Motion approved, 6-0.

WASTEWATER PLANNING COMMITTEE REPORT (A-515)

Chairman Sendelweck stated there had not been a Wastewater Planning Committee meeting to report on.

EQUAL PAYMENT PLAN (A-516)

Ken Schultz reported that currently approximately 250 customers have signed up for the equal payment plan, and the sign-up deadline is June 30th.

APPROVAL TO PURCHASE GPS LOCATOR UNIT (A-522)

Ken Schultz reported that the Electric Distribution Department has a GPS locator unit that was purchased sometime ago with the Civil City. He said the Electric Department will have a great need for the unit for several years to come, which leaves the Gas & Water Departments, the Wastewater Department, and the Business Office without the use of a locator to proceed with their GPS mapping.

Schultz obtained a quote of \$10,130.00, from the same company that supplied the first unit, for a new handheld unit, with the addition of a laser distance finder.

The unit being used by the Electric Department was purchased by the Civil City and all four utilities. The Water Department, Gas Department, and the Wastewater Department contributed \$4,178.95 toward that unit. Schultz proposed to have the Electric Distribution Department reimburse the Water, Gas, and Wastewater Departments the \$4,178.95, so the Electric Distribution Department and the Civil City would own the original unit, and the new unit would be owned by the Water, Gas, and Wastewater Departments at a net cost of \$5,951.05.

Schultz explained he wants to start mapping meter locations for training purposes, etc.

Schultz also explained he only obtained one quote from the original vendor so they would be assured the new unit would be compatible with the existing unit and the software.

Ed Kreilein made a motion to allow Ken Schultz to proceed with the purchase of the GPS Locator unit as presented. Greg Krodel seconded the motion. Motion approved, 6-0.

CITY WEB SITE (A-591)

Ken Schultz reported that the City has initiated a plan to develop a City web site.

A web site committee was formed with Councilman Ray Howard serving as the chairman.

Schultz said the committee has met twice and at the last meeting they received some preliminary figures on the cost, but in order to proceed, they need some funding. He said the "ball park" costs ranged from \$15,000 to \$20,000.

Schultz said the committee proposes sharing the costs of the design, development, and the maintenance of the web site on a 50-50 basis with the Civil City.

Councilman Butch Schitter said that the City of Huntingburg has GPS mapping on their web site for customers to view prior to any construction, etc., and he feels the web site would fit in very well with the utilities.

Mike Schwenk made a motion to approve participation of the design, development, and maintenance of the City web site on a 50-50 basis with the Civil City. Dennis Hasenour seconded the motion. Motion approved, 6-0.

FINANCE COMMITTEE REPORT & PRESENTATION OF CLAIM DOCKET (A-646)

Ed Kreilein reported the Finance Committee had met and reviewed the claims on the Claim Docket.

The Finance Committee recommended approval of the claims as presented.

Jeff Theising made a motion to approve the claims as presented. Mike Schwenk seconded the motion. Motion approved, 6-0.

There being no further business to come before the Board, the meeting was adjourned at 7:49 PM upon motion by Dennis Hasenour and second by Ed Kreilein. Motion approved, 6-0.

Attest: _____
Secretary Chairman